

POSITION TITLE: TECHNICAL WRITER I -  
Information Technology

DEPARTMENT: Information Technology Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 008017

Performs complex technical writing work. Work involves composing, organizing, and editing compiled information. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

A. Composes, reviews, proofs, and edits technical and procedural documents to include procedure and training manuals, project documentation, reports, and other technical materials; and prepares, edits, and distributes proposed and final documents for publication.

B. Organizes and coordinates the composition of materials and drafting of forms; obtains, interprets, and documents accuracy of information and procedures; assists with the development of formats, graphics, and layouts; and ensures compliance with established formats and suitable for reproduction.

C. Develops, reviews, and edits help messages for automated information systems; and organizes and coordinates the upload of help messages.

D. Participates in project coordination; maintains a library of manuals, project documentation, and technical materials; and maintains records and files of work and revisions.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:    TECHNICAL WRITER I -  
                                 Information Technology

SALARY GROUP:     B18

DEPARTMENT:       Information Technology Division

Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Computer Science, English, Journalism, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning technical program support or technical or research writing experience.
3. Project coordination experience preferred.
4. Criminal justice experience preferred.
5. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

**B. Knowledge and Skills**

1. Knowledge of technical writing methods and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:    TECHNICAL WRITER I -  
                                 Information Technology

SALARY GROUP:     B18

DEPARTMENT:       Information Technology Division

Page 3 of 3

9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to plan work in order to meet established guidelines.
11. Skill in technical writing and development of information publications.
12. Skill to compose, review, and edit technical documents, materials, and reports.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs; identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.